

General Services Administration
Region 3
Washington 25, D. C.

April 27, 1955

MEMORANDUM

TO: Agency Relocation Representatives

FROM: Regional Director

SUBJECT: Civil Defense Relocation Center Exercises

The National Civil Defense and Relocation Exercises "Operation Alert 1955" have been scheduled for the period April 30 to June 17 inclusive. These exercises will not only test the operation but will also test the ability of participating agencies to fit into a local community pattern.

One of the principal items to be considered is the proper regard for the property of others, particularly that property which may be used during the exercises. The Government may have restoration responsibilities in spaceleased or otherwise committed, as a result of property damage due to employee negligence. In the light of our experience and in order to furnish as much guidance as possible, it is suggested that each agency take the following precautionary measures:

- a. Undertake a condition survey prior to occupancy and have a record made, photographic or otherwise, of the condition of the premises.
- b. Undertake a condition survey upon vacating the premises, and have a record made, photographic or otherwise, reflecting any damage resulting from Government occupancy.

For your information and guidance there is attached GSA Circular No. 56 Revised dated October 27, 1954, which outlines good housekeeping practices in the office.

Your cooperation is solicited in seeing that personnel involved in these exercises are properly instructed in accordance with the above so as to insure that property will be returned after Government occupancy in the same condition as that prior to Government occupancy.

If additional copies of this memorandum and the attached Circular are needed, please call Code 151, extension 6148.

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WILLIAM A. MILLER (s)

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